

Standard Operating Procedures  
for  
Use of the Parking Garage  
at the  
New San Francisco Federal Building

March 28, 2011

Summary:

Arriving: The security system responds to the building ID card that every employee carries. Holding the card close to the activation pad will:

1. Open the gate, if it is not already open.
2. Raise the security arm.
3. Lower the vehicle barrier.
4. Turn the vehicle warning light from red to green.
5. As the vehicle passes the vehicle barrier, all of the above will return to their normal closed positions.

**DO NOT “PIGGY-BACK” ANY VEHICLE IN FRONT OF YOU WHEN ENTERING OR SEVERE DAMAGE TO THE SECOND VEHICLE (YOUR VEHICLE) WILL OCCUR.**

**ALWAYS WAIT UNTIL THE SYSTEM CYCLES BACK TO ITS CLOSED POSITION BEFORE KEYING THE CARD READER AGAIN.**

Exiting: The security system will sense the approach of a vehicle and automatically:

1. Raise the gate, if closed.
2. Lower the vehicle barrier.
3. Raise the security arm.
4. Turn the vehicle warning light from red to green.

**DO NOT “PIGGY-BACK” ANY VEHICLE EXITING THE RAMP. ALWAYS WAIT AT THE BOTTOM OF THE RAMP UNTIL THE SECURITY SYSTEM RETURNS TO ITS CLOSED POSITION BEFORE PROCEEDING.**

Additional Considerations:

If your agency expects the arrival of an agency VIP in a vehicle, please notify the Property Manager's Office. We MAY be able to provide parking for that additional vehicle for that day only. Additionally, please advise us if the VIP has a security detachment with them as we are experienced in providing for their unique needs as well.

All parking places have been assigned. The tenant agency can assign the space they rent to anyone they choose. Typically this will be an agency GOV or a privately-owned agency-head vehicle.

Building parking placards are not required to park in the garage.

Should an agency find another vehicle in a parking space assigned to them, please notify the Property Manager's Office. We will notify the FPS and they will identify the owner of the vehicle.

Additional questions or comments can be discussed during working hours by calling the Property Manager's Office at 415-625-2755.

Security concerns after-hours or on weekends should be directed to the Federal Protective Service at 415-556-1480.